



DBS Update Service Criminal Records Status Check Form

For DBS Enhanced with Child Barred List & Child Workforce only.

To allow The FA (or its nominated agent, First Advantage) to check your DBS Enhanced Certificate using the Update Service, you must take your original certificate to the designated County FA. Details on how to find your designated County FA can be found here - <https://www.thefa.com/about-football-association/who-we-are/county-fas>.

You must also complete the Update Service consent form (below in Section A) and ask your County FA to complete Section B, below.

Once completed, send this form back to updateservice@fadv.com to register your consent and begin the annual status checks.

Section A: to be completed by the Applicant

Full Name:

Date of Birth:

Email Address:

FAN (if applicable):

Position applied for at The FA:

I confirm that the below Disclosure is registered with the DBS Update Service and I hereby give permission for The FA (or its nominated agent, First Advantage) to carry out a status check with the DBS Update Service annually, at any interval deemed appropriate.

I confirm I have produced the below-named physical DBS certificate to The County FA for inspection prior to requesting this service along with photo/address ID documentation.

I acknowledge The FA (or its nominated agent, First Advantage) may require a new DBS check application where the certificate presented is not the appropriate level or for an equivalent role.

I further acknowledge that I can withdraw my consent at any time. Should I wish to withdraw my consent for ongoing DBS Update Service Checks and my DBS check to be removed from the Update Service, I will notify First Advantage accordingly to cease the status check as detailed above. I will also inform First Advantage to withdraw my consent if I no longer have an active role within The FA. My consent is valid and a copy of this signed consent form will be retained by The FA (or its nominated agent, First Advantage), until I withdraw my consent.

Where the DBS status check indicates the Disclosure Certificate is no longer current, I acknowledge a new DBS application is required within 21 days.

For more information about your rights, please read The FA privacy policy here: <https://www.thefa.com/public/privacy>

Signed: Date of Signature:



Section B: to be completed by the County FA

I confirm that I have completed ID Verification in-line with DBS Guidelines (<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025>) and viewed the below-named physical DBS certificate in person.

I have the authority of the individual to which this DBS certificate number relates to receive up-to-date information (within the meaning of section 116a of the Police Act 1997) in relation to their criminal record DBS certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to their enhanced criminal record DBS certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.

Disclosure Number:

Disclosure Issue Date:

By ticking this box, I confirm the above-named DBS certificate is for an Enhanced level check with the Child Barred List and Child Workforce only.

Signed: Date of Signature:

Print Name: